

RECYCLEABLE MATERIALS PREPARATION GUIDE

ITEM	YES	NO	HOW
NEWSPAPERS and PHONE BOOKS	Newspaper Newspaper Inserts Phone Books	No plastic wrappers, metal or board inserts No product samples No plastic/metal	Stack neatly in brown paper bag to avoid fly away Keep materials clean
MAGAZINES/JUNK MAIL	Glossy Magazines Glossy Catalogs Glossy Flyers Glossy Brochures	No plastic windows	Remove and discard non recyclable items You can mix all paper together in one bag
MIXED OFFICE PAPER	Envelopes Letters, photo copies & scratch paper		Remove and discard liners, cellophane windows, strips
BOX BOARD	Cereal Boxes Dry food boxes Shoe boxes/tissue boxes Paper towel rolls	No laundry soap or frozen food boxes No wax coatings-milk and juice cartons-others No plastic windows, metal strips, foil	FLATTEN all boxes Place all boxboard neatly into brown paper bag or bundle tightly with string
CORRUGATED	Brown paper bags Corrugated is two layer board with wavy middle section	No wax coated boxes No food contamination No wood/foam supports	FLATTEN all boxes Tape and Staples OK Bundle and tie corrugated cardboard in 2' x 3' sections Clean
ALUMINUM AND TIN	Aluminum and tin food cans-rinsed Foil pie plates and food trays-rinsed Tin lids and can ends-rinsed Lined Cans OK Empty Aerosol Cans	No large items or scrap metal No coated foil wrappers No dirty metal No unrinsed food containers	Clean Remove paper labels Remove ends Flatten as much as possible
PLASTICS	Plastic container labeled- 1 or 2 on the bottom Milk jugs- rinsed Detergent Bottles-rinsed	No automotive oil containers No medical items No foam insulation or packing peanuts No unrinsed plastics NO LIDS OR CAPS-DISCARD	Clean Remove lids and caps and discard Crush if possible Labels OK
GLASS	Clear, any brown only-rinsed Unbroken jars and bottles Rinsed container glass only	No plate glass, light bulbs, mirrors, or beverage glasses No ceramics or cookware No frosted, blue or black bottles REMOVE CAPS & LIDS	Clean Labels OK Remove lids and caps-discard plastic Metal lids OK when separated

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